

**February 29, 2012**

**The Board of Commissioners held its regular meeting February 29, 2012, in the Forand Manor Conference Room – at 5:30pm for the following reasons:**

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Public Comment/Resident Concerns**
- 4. Approval of Minutes of Previous Meeting of January 30, 2012**
- 5. Executive Summary**
- 6. Consent Agenda – Department Reports**
  - Financial Management**
  - Housing Management**
  - Leased Housing**
  - Facilities Management/Modernization**
  - Resident Services**
- 7. Resolution – Public Housing Write-Off's**
- 8. Policies – Resolution**
  - Amendment to Public Housing Admissions and Occupancy Policy**
    - a. Bed Bug Policy**
    - b. Move In-Out Policy Amendment**
- 9. Discussion and Possible Approval of Changes to By-Law's**
- 10. VFW/Affordable Housing – Discussion.**
- 11. Bid review and approval – Seal Coating – Wilfrid Manor (Capital**

**Fund Program)**

**12. Executive Session:** A portion of this meeting may be held in Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the General Laws of the state of Rhode Island to discuss the following:

**Personnel issues and potential litigation**

**13. Any new business to come before the Board**

**14. Adjournment**

**The meeting was called to order at 5:30pm by Chairman, Julio Castillo.**

**Upon a Roll Call, those “Present” and “Absent” were as follows:**

<b>Present</b>	<b>Absent</b>
<b>Alice Bociek, Commissioner</b>	
<b>Julio Castillo, Chairman</b>	
<b>Gladys Burns, Vice Chairperson</b>	
<b>Neil Flynn, Commissioner</b>	
<b>Ray Marcaccio, Attorney</b>	
<b>Tina Sullivan, Executive Director</b>	
<b>Paula Llera-Delgado, Administrative Assistant</b>	

**Others in attendance**

**Sharon King, Director of Housing**

**Bill Aunchman, Maintenance Supervisor**

### **Public Comment/Resident Concerns**

**Chairman Castillo welcomed those in attendance to the meeting of the Board of Commissioners. Chairman Castillo asked if there were any public comments or concerns. There being no public comments or concerns, Chairman Castillo moved to the next topic on the agenda.**

### **Approval of Minutes: (1/30/2012)**

**Chairman Castillo asked if there were any questions or concerns regarding the minutes of:**

**1/30/2012**

**There being no questions or concerns a motion was made by Commissioner Flynn to approve the minutes as written. This motion was seconded by Vice Chairperson Burns and carried by all present.**

### **Executive Summary**

**Executive Director Sullivan stated that the CFHA scored a high performer through The Public Housing Assessment System (PHAS), a Dept. of HUD.**

**The Weatherization Grant has been fulfilled by RI Housing all windows in the Forand Manor have been replaced, and installed by new windows.**

**The Authority continues to have A&D Pest treat common areas in the housing on a weekly basis as a general routine. There are no new reports of pests since November.**

**Executive Director Sullivan advised the Board of the Fire at the Wilfrid manor on Friday February 24th. There were no injuries to report. Executive Director Sullivan commended the staff on a job well done in a tough situation. That being said Executive Director Sullivan stated that she would like to have Blaise Insurance visit the residents and speak about renters insurance.**

**Chairman Castillo asked if there were any comments or concerns regarding the Executive Summary. There being no questions Chairman Castillo asked for a motion. Vice Chairperson Burns made a motion to accept the Executive Summary report. Seconded by Commissioner Flynn and passed by all.**

## **Consent Agenda**

**The Executive Director has met with the Fee Accountant and there are no concerns that need to come before the Board.**

**Executive Director, Sullivan made the Board aware that the Housing Authority received high performance from HUD pertaining to the Section 8 Department.**

**Chairman Castillo asked if there were any comments or concerns regarding the Consent Agenda. There being no questions Chairman Castillo asked for a motion. Commissioner Flynn made a motion to accept the consent agenda. Seconded by Vice Chairperson Burns and passed by all.**

## **Policies – Resolutions**

### **Resolution – Public Housing Write – Offs: Resolution # 1017**

**The following Resolution was introduced by Tina Sullivan, Executive Director, and read in full and considered.**

**After much discussion regarding the Public Housing Write – Offs with a dollar amount of \$39.68 (thirty eight dollars and sixty eight cents),**

**Commissioner Flynn, moved that the foregoing Resolution be adopted and introduced, which was seconded by Vice Chairperson Burns. Upon roll call the "Ayes" and "Nays" were as follows:**

**Ayes**

**Nays**

**Julio Castillo, Chairman**

**Gladys Burns, Vice Chairperson**

**Cornelius Flynn, Chairman**

**The CHAIRMAN thereupon declared said motion carried and said resolution adopted.**

**Resolution – Bed Bug Policy: Resolution # 1018**

**The following Resolution was introduced by Tina Sullivan, Executive Director, and read in full and considered.**

**After much discussion regarding the Bed Bug Policy, Commissioner Flynn, moved that the foregoing Resolution be adopted and introduced, which was seconded by Vice Chairperson Burns. Upon roll call the "Ayes" and "Nays" were as follows:**

**Ayes**

**Nays**

**Julio Castillo, Chairman**

**Gladys Burns, Vice Chairperson**

**Cornelius Flynn, Chairman**

**The CHAIRMAN thereupon declared said motion carried and said resolution adopted.**

**Resolution – Move-in Move out Policy Addendum: Resolution # 1019**

**The following Resolution was introduced by Tina Sullivan, Executive Director, and read in full and considered.**

**After much discussion regarding the Move-in Move out Policy Addendum, Commissioner Flynn, moved that the foregoing Resolution be adopted and introduced, which was seconded by Vice Chairperson Burns. Upon roll call the "Ayes" and "Nays" were as follows:**

**Ayes**

**Nays**

**Julio Castillo, Chairman**

**Gladys Burns, Vice Chairperson**

**Cornelius Flynn, Chairman**

**The CHAIRMAN thereupon declared said motion carried and said resolution adopted.**

**Discussion and Possible Approval of Changes to the By – Law's**

**Executive Director Sullivan and Attorney Raymond Marcaccio have**

been in the process of updating the current by-laws for The CFHA, due to the significant age, and when it was last updated. The topics under revision are as follows:

**Article I: The Authority, Sections 1 & 3**

**Article II: The Commissioners, Sections 1 thru 4**

**Article III: Officers, Sections 1 thru 8**

**Article IV: Meetings, Sections 1 thru 6**

**Article V: Amendments**

Chairman Castillo suggested that the approval to the changes be tabled until next month's meeting, and suggested that the Board take additional time to review the proposed By-Law changes prior to an approval. Executive Director Sullivan stated that she would add the By-Laws to the next month's agenda for a possible approval.

## **VFW Property – Discussion of funding/Affordable Housing**

Executive Director Sullivan provided the board with an update on the progress regarding her meetings with and Angelo from Segway, and Alberto DeBurgo. A Memorandum of Agreement was drawn up by the attorney for Angelo to sign, in order for progress to continue.

## **Bid Review and Approval:**



**Executive Director Sullivan provided the board with a bid tabulation sheet consisting of all four companies that bid on the Seal Coating for Wilfrid Manor. After much discussion Executive Director Sullivan made a recommendation to the board that they approved the bid, and go with the lowest bidder, all references are good, and all required documents by HUD were received as well. Chairman Castillo asked if there were any comments or concerns regarding the bid. There being no questions Chairman Castillo asked for a motion. Commissioner Flynn made a motion to approve the bid, and go with the lowest bidder, which was RD Preservation. Seconded by Chairperson Burns and passed by all.**

**Chairman Castillo asked if there were any new or old business to come before the board. Executive Director Sullivan provided the date for the Annual dinner 4/18/12, and asked the board for recommendations on where to have the dinner. Chairman Castillo suggested The Colonel Blackinton Inn in Mass. Chairman Castillo brought up one more concern that was brought to his attention during a town hall council meeting. Chairman Castillo asked Executive Director Sullivan where supplies were being ordered, and why the housing authority isn't providing the local business in the city with the purchases. Executive Director Sullivan stated at least 3 quotes should be done for purchasing any products for the housing. Mr. Aunchman the maintenance supervisor went further into**

**explaining why we don't send most of our business with a local vendor. After much discussion the board firmly understood the Housing authority's position in buying bulk verses by the individual product.**

**Chairman Castillo asked if there were any addition comments or concerns.**

**There being no further business to come before the board, a motion was made by Vice Chairperson Burns and seconded by Commissioner Flynn to adjourn the meeting at 6:45 pm. The motion was carried by all.**